



MAPLETON WATER DISTRICT
UNAPPROVED EXECUTIVE SESSION AND
REGULAR MEETING MINUTES
JULY 10, 2023

EXECUTIVE SESSION

Board Members Present: Nancy Pettibon, Julie Doran-Lee, Art Donnelly and Vanessa West

Session called to order at 5:00 p.m.

Board discussion under ORS 192.660 (2) (a) "To consider the employment of a public officer, employee, staff member or individual agent."

Session adjourned at 6:00 p.m.

REGULAR MEETING

Board Member Present: Nancy Pettibon, Julie Doran-Lee, Sharon Kelly, Art Donnelly and Vanessa West

Other Present: ShirleyMarie Raven, Joe Rochon and Jordan Walker

Meeting called to order at 6:07 p.m.

Consent Agenda

Walker noted that the final subject of the June 12 meeting should be relabeled as Resolution 2023-06 as it was the budget resolution. The board discussed the employee timecards included in the consent agenda. Rochon's timecard was not included and Donnelly clarified that Rochon does not qualify as a salaried employee. West said that Rochon is keeping a timecard for the month of July. The board discussed the format of the timecards. The consensus was that the district should remove some of the columns to make more room for task descriptions. There was some confusion about Kelsie Allen's mileage, but Doran-Lee noted that it looked as if she was using that column to adjust her time to the nearest quarter hour.

The board reviewed the expenditures included in the consent agenda. Rochon said that the invoice included for Rain for Rent did not seem correct. He said he would follow up with his contact with this vendor.

Motion: Approve the consent agenda with Jordan Walker's amendment regarding the budget resolution.

Made by Donnelly, seconded by Pettibon. Approved unanimously.

Oaths of Office

Walker said he was not able to contact Cindy Haberman to ask her to administer the oaths of office at the meeting. He did research whether this would present a problem but found that the Oregon Supreme Court issued an opinion that elected officials may act without taking an oath because they are "de facto" officials. Walker said he will try to arrange the oaths of office at a later meeting.

Election of Officers

Pettibon said that she did not want be the vice chair, the position responsible for the grant committee, as she did not feel she was suited to the tasks related to grants. While not officially elected vice chair she



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had been informally given the responsibility at the June 26 meeting. Pettibon suggested that she and Donnelly exchange responsibilities.

Motion: Elect Art Donnelly as vice chair of the Mapleton Water District Board of Commissioners.

Made by Pettibon, seconded by Kelly. Approved unanimously.

Motion: Elect Sharon Kelly as Treasurer of the Mapleton Water District Board of Commissioners.

Made by West, seconded by Pettibon. Approved unanimously.

Motion: Elect Vanessa West as chair of the Mapleton Water District Board of Commissioners.

Made by Doran-Lee, seconded by Pettibon. Approve unanimously.

Motion: Elect Nancy Pettibon as secretary of the Mapleton Water District Board of Commissioners.

Made by Donnelly, seconded by Doran-Lee. Approved unanimously.

Motion: Elect Julie Doran-Lee as secretary pro tempore of the Mapleton Water District Board of Commissioners.

Made by Kelly, seconded by West. Approved unanimously.

Board Ground Rules

Walker explained that the board ground rules were prepared by Kim Anderson with the Rural Community Assistance Corporation with the intention of discussion at a previous meeting. West suggested that adoption of the ground rules be postponed until board members have had a chance to thoroughly review the text.

Motion: Table adoption of board ground rules to be taken up for discussion at a future meeting.

Made by West, seconded by Kelly. Approved unanimously.

Update Check Signers

Walker said that the current check signers for the Oregon Pacific Bank checking and savings accounts include Vanessa West, Julie Doran-Lee, Bryan Moore, Kelsie Allen, and Jordan Walker. Moore is no longer a board member and Allen is no longer an employee. Walker suggested that the board remove Moore and Allen and add Sharon Kelly, the board treasurer.

Motion: Remove Bryan Moore and Kelsie Allen as check signers for the district's savings and checking accounts at Oregon Pacific Bank and add Sharon Kelly as a check signer for both accounts.

Made by Doran-Lee, seconded by Pettibon. Approved unanimously.

Staffing

The board discussed the district's current staffing situation, including job descriptions and the office manager position left vacant with Allen's resignation. West said that Walker had been filling in for the office manager position. She said that she wants the position to do more than what Allen had been



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hired to do for thirteen hours a week. She said that many on the board would like him to permanently fill the role. Walker noted that there are certain procedures that government entities need to follow in such situations. Pettibon offered to meet with Walker to develop a job description for the position. West said that it would be best to have something in writing so whoever is hired knows what to expect.

Donnelly wrote two draft job descriptions for the lead plant operator and assistant plant operator. The descriptions were distributed to members of the board. Donnelly said these are merely drafts subject to discussion and adjustment by the board. West said that she thought it would be best for the board to take some time to think about this and make final decisions at a future meeting.

Grant Accounting

Pettibon said she was not able to get very far with grants since she received the grant information. She was able to speak with some people interested in helping with grants. Walker said that the grant Y21004 (the grant/loan combination) has a current remaining balance of \$227,632. The congressional grant and ARPA grants remain untouched. West said she is working on getting the funds from the congressional grant.

Billing Update

A breakdown of past due accounts was provided to the board. Pettibon said that the district should send customers with past due balances a letter reminding them of the district's shut-off policy. Donnelly said that it should include the language of the ordinances and that the ordinances will need to be updated as well. Raven suggested that customers be sent letters in blocks based on the customers' last payment date. Kelly said that if the district sent letters in blocks that might result in some customers thinking they are being singled-out. They may speak with their neighbors with past due who did not receive a letter. Walker said he would draft a letter for the board to review at a future meeting.

Office Update

Walker said that the office update was covered under the staffing item.

Training for Rochon

The subject of training for Rochon, the plant operator, was brought up. The board discussed upcoming training opportunities. Donnelly noted that there is a training opportunity in Florence in the near future. Rochon said that there is still a bootcamp in Albany facilitated by the Oregon Association of Water Utilities.

Safety Meeting

West opened the safety meeting at 7:13 p.m. Rochon said that there are no new safety issues to speak of. Walker said that he was able to obtain two OSHA checklists from consultations in 2021 which he provided to Rochon. Doran-Lee said that she can assist Rochon with safety compliance. Pettibon said she could help with the material safety data sheets. Rochon said that he would like to get his certification for asbestos cement pipe handling. Up to now it has been largely handled by contractors. West asked about safety equipment. Rochon said that the district needs a new safety harness as well as rope and carabiners. West said that these can be paid for with the Three Rivers Casino grant funds. West closed the safety meeting at 7:23 p.m.



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New Skid Update

West said that the district's engineering firm, West Yost, requested some pictures and submitted some additional questions. Rochon said that he does not think the proposed concrete pad is necessary and that a smaller pad would suffice. West said that changing that would increase the engineering costs. West said she was told at the time the plant modifications were requested that the final engineering plans would be ready in about nine weeks.

Plant Update

Rochon said that the issues he was having with the skid after removal of the clarifying tank have been resolved. Westech had altered the settings at some point and there were delays in resolving this issue were due to the district's Westech contacts being on vacation.

126 Bridge Leak Repair and Highway 36 Service Changeout

Rochon said that H&J Construction's original plan will not work after further examination of the leak under the 126 bridge due to the size of the pipe under the westbound approach. Instead they will need to cut the road to access the leak from above and this would involve flagging and additional costs. However, the district has some of the supplies on hand which may reduce the final cost. The approximately \$26,000 bid is no longer accurate.

Rochon said that he and H&J were able to change out some of the services on Highway 36 to the newer line. However, he would need to wait for the bridge repairs to be completed to complete the changeouts to avoid a longer disruption of service. He explained that there is a line that splits off the main line that serves a couple customers that added complications. The plans that he has for the area are not accurate. As a result the line above Highway 36 is about half vacated.

Pettibon said that there may be a leak next to her house by along highway 36. It has not rained for some time but there is still water in the ditch. Rochon said he would look into it.

Cybersecurity

Doran-Lee said that she had signed the contract with Hyak for IT services and that they will be billing the district in such a way that the one-time costs will be covered by grant funds. They removed the back up for all accounts because the way the back up system works is either all account or none of the accounts. The board decided at the July 3rd meeting had decided to only have the back up for employee accounts. Hyak has opened a ticket to get the process started.

Website/Email

Doran-Lee said that she was having some trouble setting up Gmail accounts and removing them after Hyak had proposed Microsoft 365 accounts. Hyak said they could assist with setting up the accounts but they need access to our website to create the addresses. She said that she wants to get the website setup to allow for online payments as soon as possible.

Lead Service Line Inventory

Walker said that the district received notice from the Oregon Health Authority that it would need to



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complete a lead service line inventory. It is not due until October 2024 but he thought the board should be aware.

Committee Reports

There was nothing new for either the grant or emergency committees.

Future Items

West said that she wants to include ordinance revisions for discussion at the next meeting.

The meeting was adjourned at 7:50 p.m.